

Revision: 12-22-14 **NH DOT ON-SITE BULLETIN BOARD INSPECTION CHECKLIST**

DATE	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	PRIME CONTRACTOR	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
JOB NAME & NUMBER			COUNTY OR COUNTIES		
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<p><b>NHDOT Standard Specifications, Section 107.01:</b> BULLETIN BOARD REQUIREMENTS – The Contractor shall erect and maintain a bulletin board on which to post the notices, rates, and related items that are required to be posted. The board shall be a minimum of 4 foot by 8 foot in order to allow sufficient space, without overlapping, for both State and Federal posters/information, as required. Additional work classifications and their rates, requested by the Contractor and subsequently approved by the USDOL, shall also be posted. Bulletin boards shall be an enclosure and the posted documents shall be protected from the elements by glass or Plexiglas. Boards shall be erected on the site of work, be placed in a conspicuous and accessible location where it can be easily seen by all workers. If placing the bulletin board on the site of work is not feasible, either for safety reasons or due to the work taking place, the Contractor may recommend placing it in an adjacent location subject to NHDOT approval. If the NHDOT deems the alternate location as unsuitable (the location is too distant or will not be utilized by all subcontractors, etc.), the NHDOT may instead require the use of employee bulletin board handouts in accordance with FHWA policy. Contractors have two options for posters. Option 1: Using “all-in-one” Federal and State posters, or Option 2: Arranging posters in a predetermined manner as provided by the NHDOT. The bulletin board shall remain the property of the Contractor and shall be removed upon completion of the work.</p>					
	Yes	No		Yes	No
Is the bulletin board in a conspicuous and accessible location and at eye level?	<input type="checkbox"/>	<input type="checkbox"/>	Are documents in a readable condition (not water stained or faded)?	<input type="checkbox"/>	<input type="checkbox"/>
Have any postings been “overlapped”? (No overlapping of postings is permitted)	<input type="checkbox"/>	<input type="checkbox"/>	If posters have been reduced in size, can the documents be clearly read?	<input type="checkbox"/>	<input type="checkbox"/>
Is the bulletin board on the site of work?	<input type="checkbox"/>	<input type="checkbox"/>	Is the bulletin board “enclosed” and protected from the elements by glass or Plexiglas?	<input type="checkbox"/>	<input type="checkbox"/>
Is the project name and number on the board?	<input type="checkbox"/>	<input type="checkbox"/>			
<b>FEDERAL POSTERS</b>			<b>STATE POSTERS</b>		
	Yes	No		Yes	No
(1) Equal Employment Opportunity (EEO) is The Law (EEOC-P/E-1 - Rev. 11/09)	<input type="checkbox"/>	<input type="checkbox"/>	(8) Protective Legislation Law (Pay day notice - Rev. 4-22-14)	<input type="checkbox"/>	<input type="checkbox"/>
(2) “Notice” of Federal Aid Project (Form FHWA 1022 - Rev. Nov. ‘11)	<input type="checkbox"/>	<input type="checkbox"/>	(9) Whistleblower’s Protect. Act (RSA 275-E - Rev. 4-22-14)	<input type="checkbox"/>	<input type="checkbox"/>
(3) Employee Rights Under the Davis Bacon Act (WH Publication WH 1321 - Rev. Apr. ‘09)	<input type="checkbox"/>	<input type="checkbox"/>	(10) Employees Right to Know About Toxic Substances RSA 277-A (Rev. 4-22-14)	<input type="checkbox"/>	<input type="checkbox"/>
(4) Employee Rights and Responsibilities Under FMLA (Note: If 50 or more ‘ees. WHD 1420 - Rev. Feb. 2013.	<input type="checkbox"/>	<input type="checkbox"/>	(11) Unemployment Notice (NH DES 218 – R1/12)	<input type="checkbox"/>	<input type="checkbox"/>
(5) Employee Polygraph Protection Act (WHD 1462 - Rev. Jan. 2012)	<input type="checkbox"/>	<input type="checkbox"/>	(12) Workers’ Compensation - WCP-1 (11-12) from Insurance Provider	<input type="checkbox"/>	<input type="checkbox"/>
(6) Uniformed Services Employment & Reemployment Rights Act (Rev. Oct 2008)	<input type="checkbox"/>	<input type="checkbox"/>	(13) Criteria to Establish an Employee or Independent Contractor (Rev. 4-22-14)	<input type="checkbox"/>	<input type="checkbox"/>
(7) Job Safety & Health Protection (OSHA 3165 - 02 2012R) (must be 8.5” x 14” with 10 point type)	<input type="checkbox"/>	<input type="checkbox"/>	(14) Equal Pay Poster (12/14)	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER REQUIRED POSTINGS</b>					
	Yes	No		Yes	No
(15) 24-Hour Emergency Contact Information (as per OSHA 1926.50(f) )	<input type="checkbox"/>	<input type="checkbox"/>	(18) Federal Compliance Officer Poster – OFC Poster 1	<input type="checkbox"/>	<input type="checkbox"/>
(16) Contractor’s EEO Officer appointment letter (must include all contact information.)	<input type="checkbox"/>	<input type="checkbox"/>	(19) Davis-Bacon Wage Rates	<input type="checkbox"/>	<input type="checkbox"/>
(17) Contractor’s EEO & Harassment Policy Statement.	<input type="checkbox"/>	<input type="checkbox"/>	(20) Additionally requested/approved work classes & rates	<input type="checkbox"/>	<input type="checkbox"/>
Was Bulletin Board in compliance?	<input type="checkbox"/>	<input type="checkbox"/>	If noncompliant, was Contractor notified? Date:	<input type="checkbox"/>	<input type="checkbox"/>
<div style="border: 1px solid black; height: 20px; width: 100%;"></div> Name of individual conducting inspection			Comments:		